

Chapter 2 Procedures

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Function**Overview**

This section describes the key events to establish, maintain and inquire history database records in AGPS.

1 HISTORY DATABASE INQUIRY

1.1 Inquire History Detail Table

Overview

The AGPS user is provided the capability to inquire the processing history detail of a document by document number. This is accomplished by use of the HDET screen.

Inputs

- ! Required document number
- ! Required suffix
- ! Required status change date
- ! Required status change time

Outputs

- ! Display of requested HDET Table record

**Completing
The Procedure**Cross-ReferenceSteps

1. Determine document number, suffix, status, change date and time to be inquired.

RQSN 4: RQS4
SDOC 4: SDOC
ORDR 4: ORD4
ORDR 4: OFST
KONT 4: KONT
EAP 4: PAPV

Document number must be a valid document number in the RQSN, SDOC, ORDR, KONT, PAPV table.

SDOC 4: SAMD
OCHG 4: OCHG
KCHG 4: KCHG

Document Suffix number must be a valid document suffix number in the SAMD, OCHG, KCHG table.

2. Inquire HDET Table data in AGPS.

HIST 4: HDET

a. If you are not in the HDET screen, type **HDET** in the Function Line and press RETURN/ENTER.

HISTORY DATABASE INQUIRY

PROCEDURES

1.1 Inquire History Detail Table

Cross-Reference

Steps

- b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Document Number field and type desired document number.
 - d. Using the TAB key move to Suffix field and type desired suffix, if applicable.
 - e. Using the TAB key move to status Chg Date field and type desired status change date.
 - f. Using the TAB key move to status Chg Time field and type desired status change date time.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested HDET record data.

1.2 Inquire History Header Table

Overview

The AGPS user is provided the capability to inquire the processing history header of a document by document type. This is accomplished by use of the HIST screen.

Inputs

- ! Required document type
- ! Required document number
- ! Required document suffix

Outputs

- ! Display of requested HIST Table record

Completing The Procedure

Cross-Reference

Steps

1. Determine document type, number, and suffix to be inquired.

INST 4: BTAB

Document Type must be a valid entry in BTAB Table DT (Document Type).

RQSN 4: RQS4
SDOC 4: SDOC
ORDR 4: ORD4
ORDR 4: OFST
KONT 4: KONT

Document number must be a valid document number in the RQSN, SDOC, ORDR, KONT, PAPV table.

SDOC 4: SAMD
OCHG 4: OCHG
KCHG 4: KCHG

Document Suffix number must be a valid document suffix number in the SAMD, OCHG, KCHG table.

2. Inquire HIST Table data in AGPS.

HIST 4: HIST

- a. If you are not in the HIST screen, type **HIST** in the Function Line and press RETURN/ENTER.
- b. Type **INQUIRE** in the Function Line.
- c. Using the TAB key move to Document Type field and type desired document type.

HISTORY DATABASE INQUIRY

PROCEDURES

1.2 Inquire History Header Table

Cross-Reference

Steps

-
-
-
-
-
- d. Using the TAB key move to Number field and type desired document number, if known.
- e. Using the TAB key move to Suffix field and type desired document suffix, if known.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested HIST record data.